

13 October 1962

*Camp*  
Mr. Roger Hilsman  
The Director of Intelligence & Research  
The Department of State  
Washington 25, D.C.

Dear Roger:

STAT This is to remind you of our brief conversation at the dinner for [redacted] concerning a briefing of our senior staff on your organization. We have a senior staff meeting every other Tuesday morning at 0930 in the Director's Conference Room. It lasts for exactly one hour and is attended by the heads of all of the major components of the Agency and the Director's immediate staff. It is generally chaired by General Carter, with Mr. McCone attending when his schedule permits. I believe it would be mutually beneficial if somebody from your organization could give the staff a description of your organization with particular emphasis on your concept of your mission and your responsibilities in the intelligence production field. I would suggest a presentation of not more than 30 minutes with 10 minutes allowed for questions, and we will limit the other items in the meeting to 20 minutes that day. If agreeable to you, I would suggest Tuesday morning, the 6th of November. We would be most appreciative of your assistance in this regard.

Sincerely yours,

*State*  
Lyman B. Kirkpatrick  
Executive Director

LBK:drm

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5 November 1962  
DEC 50 8 12 AM '62  
LBK's request called Hilsman's sec'y to say that we presumed Hilsman would not be here on 6 November; that we would like to have the briefing some time at their convenience and that we had these same meetings every other Tuesday, etc; that we would wait to hear from them. She said she would call but did not.

*(over)*

On 9 November - Hillsman's secretary called to say he was in India and would not be able to give the briefing on 6 December -- on erring that they had <sup>previously</sup> told us he would be here on that day. The fact is that they never called back after 5 November (see previous note).

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